



Virginia Board for Barbers and Cosmetology SALON, SHOP, SPA & PARLOR LICENSE/REINSTATEMENT APPLICATION

A check or money order payable to the **TREASURER OF VIRGINIA**,
 or a completed [credit card insert](#) must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

Select one license type you are requesting:

License Type	Initial (1020)	Reinstatement (4020)	License Type	Initial (1020)	Reinstatement (4020)
	\$130.00	\$260.00		\$130.00	\$260.00
1304 - Barber Shop	<input type="checkbox"/>	<input type="checkbox"/>	1238 - Permanent Cosmetic Tattoo Salon	<input type="checkbox"/>	<input type="checkbox"/>
1202 - Cosmetology Salon	<input type="checkbox"/>	<input type="checkbox"/>	1242 - Body Piercing Salon	<input type="checkbox"/>	<input type="checkbox"/>
1208 - Nail Salon	<input type="checkbox"/>	<input type="checkbox"/>	1246 - Body Piercing Ear Only Salon	<input type="checkbox"/>	<input type="checkbox"/>
1218 - Waxing Salon	<input type="checkbox"/>	<input type="checkbox"/>	1266 - Esthetics Spa	<input type="checkbox"/>	<input type="checkbox"/>
1232 - Tattoo Parlor	<input type="checkbox"/>	<input type="checkbox"/>			

1. Provide your Virginia **Salon, Shop, Spa or Parlor** License Number (if applicable)
 Virginia License Number

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 Expiration Date _____

2. Business or Sole Proprietor Name _____
 ➤ A sole proprietor should enter his/her full legal name and the company name should be entered below as the Trade/DBA name. All names must be the same as the name on your government issued ID or organization/business documents.

3. Trade, "Doing Business As" (DBA) or Fictitious Name _____
 ▲ Attach a copy of the certificate filed with the Clerk of the Court in the locality where business will be conducted (if required by the locality).

4. A. Type of business entity (select only **one**)
 Sole Proprietorship General Partnership Solely Owned LLC ♦ Other, please specify:
 Corporation ♦ Limited Partnership ♦ Limited Liability Company ♦ _____
Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, Professional Limited Liability Company, or Sole Proprietor (Non-Broker Owned)
 B. State Corporation Commission Number: _____ (If applicable)
 ♦ If your business is a **corporation, limited liability company, or limited partnership**, your business/trade name(s) must be registered with the Virginia State Corporation Commission (including all out-of-state businesses). Firm/Businesses shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firm/Businesses must register any trade or fictitious names with the State Corporation Commission or the clerk of court in the county or jurisdiction where the business is to be conducted. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.
 ☞ **General Partnerships** must attach a copy of statement of partnership filed with the clerk of the court in the locality where business will be conducted or a certificate of partnership issued by the Virginia State Corporation Commission.

5. Provide **one** of the following identification numbers*:
 Business Federal Employer Identification Number (FEIN)

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 Federal Employer Identification Number (12-3456789)
 Sole Proprietor's/Individual's Social Security Number **or**

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 Social Security or Virginia DMV Number (123-45-6789)
 Virginia Department of Motor Vehicles Control Number
 ➤ Provide the same identification number as used on previous applications or licenses on file with the department.
 * State law requires every applicant, *who is not a sole proprietor or solely owned LLC*, to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
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6. Mailing Address (PO Box accepted)
The mailing address will be printed on the license.
7. Street Address (PO Box not accepted)
PHYSICAL ADDRESS REQUIRED
8. Contact Numbers
9. Email Address
- Email address is considered a public record and will be disclosed upon request from a third party.

10. Enter the following information for each owner of the **salon, shop, spa, or parlor**.

Full Name	Address	Date of Birth	Social Security No. or VA DMV Control Number*

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

11. Has this business/organization or anyone listed on this application (owner) ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?
 No
 Yes If yes, complete the [Disciplinary Action Reporting Form](#).
12. Has this business/organization or anyone listed on this application (owner) ever been refused or **denied** a business, professional or occupational license, certification, or registration as a practitioner or instructor in the fields of barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or tattooing by any (including Virginia) local, state or national regulatory body?
 No
 Yes If yes, complete the [Denial of Licensure Reporting Form](#).
13. A. Has this business/organization or anyone listed on this application (owner) ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*
 No
 Yes If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Has this business/organization or anyone listed on this application (owner) ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor**? *Any plea of nolo contendere shall be considered a conviction.*
 No
 Yes If yes, complete the [Criminal Conviction Reporting Form](#).
14. By signing this application, I certify the following statements:
- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.

- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may desire. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 7, of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology, Wax Technician, Body Piercing, Tattooing, and Esthetics Regulations*.

Print Name _____ Title _____

Signature _____ Date _____